

**CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, FEBRUARY 14, 2006**

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, February 14, 2006, commencing at 7:01 a.m.

A. ROLL CALL

Present: Council Members – Beckman, Hansen, Johnson, Mounce, and Mayor Hitchcock

Absent: Council Members – None

Also Present: City Manager King, City Attorney Schwabauer, and Deputy City Clerk Taylor

B. TOPIC(S)

B-1 "Lodi Public Library 'Refurbishing' Project"

Library Services Director, Nancy Martinez, provided a PowerPoint presentation and proposed floor plan to refurbish the interior of the Library facility (filed). She explained that improvements would include modifying the floor plan to create small rooms for study and tutor sessions, areas for lounging and browsing, new circulation and reference desk areas, and automatic check-out services. New paint, floor coverings, and furniture will be added, and more computer equipment will be available for public use.

Ms. Martinez added that, although not a part of the \$590,000 project estimate, two adjunct projects exist with regard to the Library. First, modifications are needed to the main public entrance on Locust Street and the side entrance to the Community Room as part of the City's Americans with Disabilities Act (ADA) Transition Plan (\$25,000). It is hoped that this project will be funded using Community Development Block Grant dollars. Second, upgrading lighting throughout the library facility is much needed as determined by the Electric Utility Department. It is hoped that this project will be completed during the refurbishing project and funded using Electric Utility Public Benefits Funds (\$40,000).

At the request of Council Member Hansen, Ms. Martinez explained that no new computers will be purchased for public use, but rather existing computers will be relocated from the computer lab. Additionally, the cost estimate for construction was determined by working with Wenell Mattheis Bowe Architects, and the estimate for furnishings was provided by Durst Office Furniture.

In response to Council Member Mounce, Ms. Martinez stated that the refurbishing project will take approximately four to six weeks to complete, during which time a ready-reference collection will be available in the Library's community room with staff, internet, and reference materials to serve the public.

Electric Utility's Customer Service and Programs Manager, Rob Lechner, shared that approximately one year ago the Electric Utility Department commissioned a study through Quantum Lighting, which produced three different versions for a lighting retrofit project, the lowest cost estimate being \$40,000. At that time, the Electric Utility Director determined that Electric Utility Public Benefits Program funds would be used to provide appropriate lighting for the facility, helping the Library to realize approximately \$1,000 per month in energy savings.

Mayor Pro Tempore Johnson requested that staff provide information regarding how often the community room at the library and the new police facility are being used by the public for meetings and events.

Council Member Beckman clarified that no funds for the project will be from the City's general fund.

City Manager King stated that while no funds for the project will be from the City's general fund, the heating and air conditioning (HVAC) system in the library is very old and in need of replacement at an estimated cost of \$650,000. He shared that since the City owns the library facility, staff would be remiss in not presenting that, just as important as the refurbishing of the interior, there is the matter of the necessity to replace the HVAC system. He stated that if the City had set aside \$12,500 per year for the past 25 years it could pay for necessary maintenance such as the HVAC system, which is what the City should be doing now for the police and Hutchins Street Square facilities. Rather than deferring mechanical systems and furniture replacement in lieu of operations costs, the City needs to implement a plan to balance maintenance costs with operational costs to ensure the financial health of its facilities.

Public Works Director Prima stated that the original HVAC system, installed in 1979, requires a good deal of maintenance and technical expertise to repair; one of three compressors has been inoperable for approximately ten years, and the chiller is in need of replacement. Staff is currently preparing updated financial estimates for the submission of a budget request for the replacement of the system.

Council Member Mounce suggested that, instead of working to secure an additional community room or center in the community, the City should be negotiating for funds to replace the HVAC system in the library, noting that an additional community room would open the City up to the responsibility of maintaining one more facility.

At the request of Mayor Hitchcock, Ms. Martinez reported that no new staff is being requested, and with the automated self-checkout equipment installation, there may be a need for less staff. She shared that the additional space needed for the refurbishing project was found in relocating display aisles from 54" to the standard ADA-required 44" to 48" aisles. She confirmed that while libraries are evolving from study halls to community centers designed to attract the community to the library, noise control is being addressed in the placement of the café near the teen area, and in the building of small rooms and computer stations.

City Manager King stated that, while a timeline is not currently set, library staff is working with the Public Works Department to identify the most convenient and cost-effective time to bid the project and complete construction. Following the preparation of plans and specifications, the project will be brought before Council for consideration.

Council Member Beckman asked for clarification regarding City Council's jurisdiction over the Library Board Foundation and the Library Board of Trustees with regard to the refurbishing project. City Manager King stated that the Library property is a City asset controlled by Council and, therefore, Council will have the opportunity to approve the layout and authorize the distribution of funds for the project. Ms. Martinez stated that the Library Board of Trustees has jurisdiction over the budget and allocation of the budget once it is allocated by the Council as Mr. King stated. The building does belong to the City so the Board approaches the Council for approval of changes to the building. While the closing of the building usually is in the purview of the Trustees, the Library Board does request City Council permission to use the fund balance.

Council Member Hansen commended Ms. Martinez for her outstanding work and innovative style in serving the community and thanked the Library Board of Trustees for presenting a great project based on hard work and community service. He asked Ms. Martinez how library staff will deal with remaining in the current facility and space constraints. Ms. Martinez shared that, while some libraries are overstuffed with materials, the Lodi

Library is working to keep 25% to 30% of the collection in the public's hands at any given time, alleviating the need for more shelf space and minimizing the amount of purging that must be done. The Library Facility Master Plan does call for an extensive remodel, but not in the near future; however, Ms. Martinez stated that she believes the refurbishing project could give the library up to ten years of additional service in the existing building.

City Manager King noted that while library bonds are available, selections are favoring joint library and school facilities and agencies with complete plans for construction or expansions prior to application. This leaves little encouragement to apply for and receive funding to complete an internal remodel and replace the HVAC system. Ms. Martinez added that the next Library bond is on the June ballot for \$600 million with a 35% match due at application and concurred that the proposed project will not score well.

PUBLIC COMMENTS:

- Myrna Wetzel requested that consideration be given toward providing quiet rooms specifically designated for those visitors to the library who wish to read or study in silence.

Mayor Hitchcock concurred with Ms. Wetzel's comments, sharing that while there are numerous places within the community where people are encouraged to meet, greet, and socialize, there are few places where one can go to read, study, do homework, and enjoy a quiet place to relax and reflect.

- Library Board of Trustees Member, Juan Villarreal, stated that the goal of the Board is to serve more people within the community with the same level of resources currently in place, and that consideration was given with regard to noise pollution. He shared that, while the project is labeled a refurbishment, at least 25% of the work is about maintenance and avoiding potential hazards, e.g. carpet and floor replacement, electrical wiring, etc., which present issues for the library and the City. The Library Board will be back before the City Council in the near future with a formal request regarding project funding.

Mayor Hitchcock stated that minimal money is being set aside for maintenance of buildings, and this may be an area where the City needs to concentrate its resources. She asked that Mr. King provide an idea of how this affects the City on a City-wide basis and how it will continue to affect the General Fund. Mr. King shared that he has identified that a deferred maintenance and replacement program is an issue and pointed toward the City's pavement condition index and the HVAC system in the Library building. He pointed out that the current condition of the Lodi Grape Bowl is a perfect example of what happens when maintenance is deferred for too long.

C. COMMENTS BY THE PUBLIC ON NON-AGENDA ITEMS

None.

D. ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at 8:08 a.m.

ATTEST:

Jacqueline L. Taylor
Deputy City Clerk

AGENDA ITEM



TM

**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Lodi Public Library Refurbishing Project

MEETING DATE: February 14, 2006

PREPARED BY: Nancy Martinez, Library Services Director

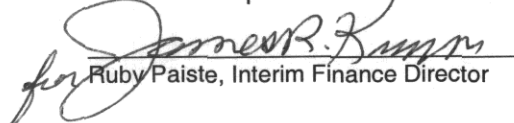
RECOMMENDED ACTION: None; discussion only.

BACKGROUND INFORMATION: The Lodi Public Library will be making a presentation on the library's proposed "refurbishing" project for upgrading the interior of the library facility. The Power Point presentation will cover:

- Vision and goals for the project
- Existing conditions and service needs
- Proposed solutions and strategies to address the needs
- Cost estimates for the project
- Proposed funding sources for the project

FISCAL IMPACT: \$650,000

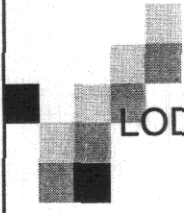
FUNDING AVAILABLE: Private and public sources.


Ruby Paiste, Interim Finance Director


Nancy Martinez
Library Services Director


NM

APPROVED: 
Blair King, City Manager




LODI PUBLIC LIBRARY

Refurbishing Project



Vision Statement

Provide the residents of Lodi with an inviting facility and services that meet their informational and social needs

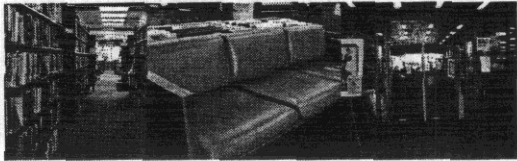


Goal and Objective

Increase library usage in visits, program attendance and circulation

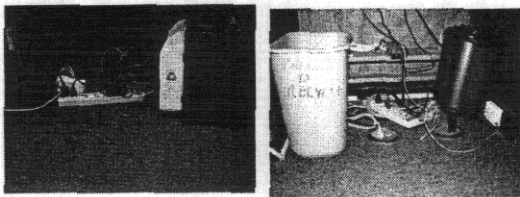
Today's Library

Library is shabby, outdated, tired and uninviting—
"yesterday's orange"



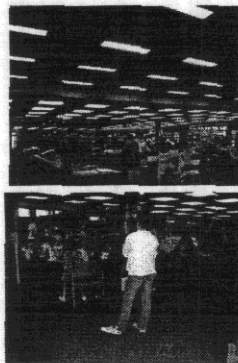
Today's Library

Has wiring and cabling challenges



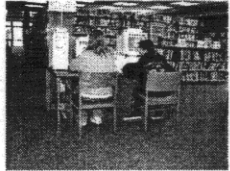
Today's Library

Layout of
Library
Services is
disorganized
and confusing
to the public



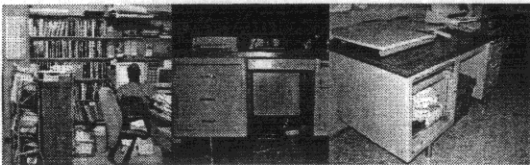
Today's Library

- Demand for study/tutoring rooms and computers for public use exceeds the resources available

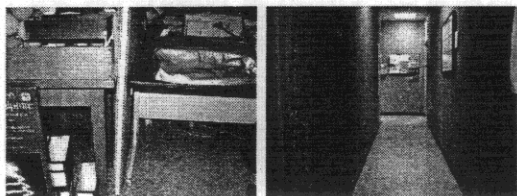


Today's Library

- Staff work areas are inefficient and crowded



Staff Areas



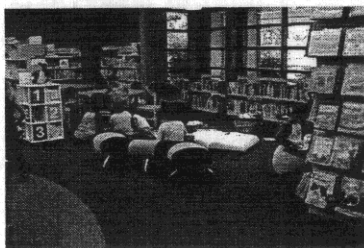
Planning Strategy for Tomorrow's Library

- Create a "Clean well-lighted place for books"
- Provide more study rooms and public computers
- Reorganize the use of public space to make it more inviting and efficient
- Increase self-service opportunities
- Reorganize and upgrade furniture in the workroom for increased efficiency

"A Clean Well-Lighted Place for Books"

- ☐ New carpet defining spaces
- ☐ Lighten wall color
- ☐ Paint acoustical tiles to brighten ceiling
- ☐ Reupholster existing furniture
- ☐ New lobby tiles

Defining areas with carpet



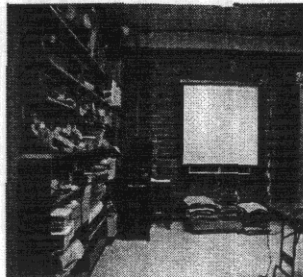
Public Spaces

Create study/
tutoring "rooms"



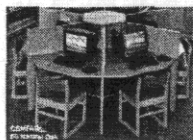
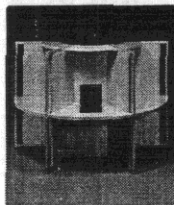
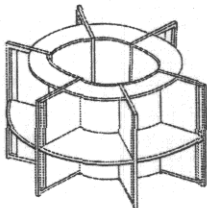
Activity Room to Multipurpose

The Children's
Activity Room will
be transformed
into a meeting
space for a variety
of uses



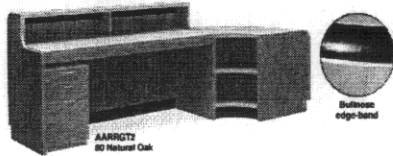
Public Spaces

■ More Computers for
Public Use

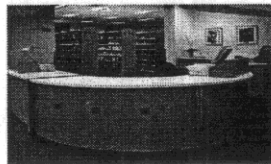


Public Spaces

- Relocate reference desk for greater visibility

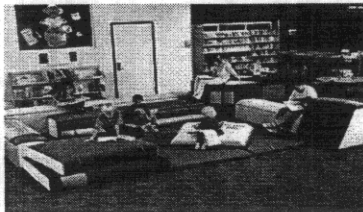


Relocate circulation desk



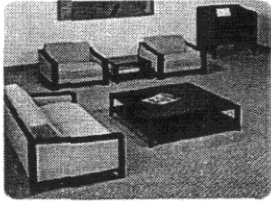
Public Spaces

- Create Cozy Reading Area for Parents & Children



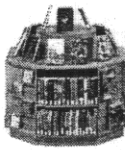
Public Spaces

- Create Small Living "Rooms"



Public Spaces

- Create Merchandizing Displays to increase usage



DCV160 Standard
shown with DCV112
floor platform



FP245-40
Almond

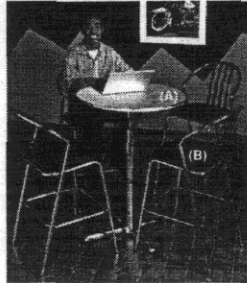
Public Spaces

- Create Teen Area



Public Spaces

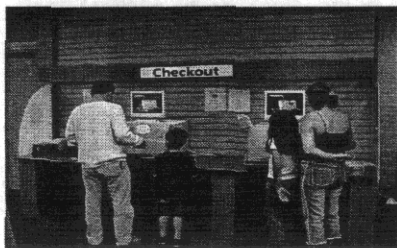
- Create Café Seating Area



Increase self-service opportunities

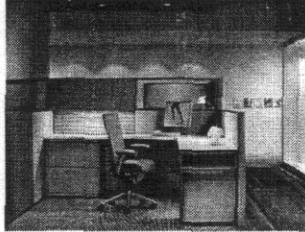
- Self Service Reserve Books
- Self Service CheckOut Stations

Convenience of Self Checkout



Staff Areas

Create efficient staff
workroom



Cost Estimates

- Total Project

\$590,000

Cost Estimates

Public Area

- Flooring, painting, construction, electrical

\$150,000

- Service points, displays
self checkout machines

\$150,000

- Study Rooms/"Living Rooms"
Teen Space

\$80,000

Cost Estimates

Staff Areas

- | | |
|----------------------------|-----------|
| - Office Systems Furniture | \$ 80,000 |
| - Flooring, painting | \$ 42,000 |

Cost estimates

Miscellaneous

- | | |
|------------------|-----------|
| - Front Doors | \$ 12,000 |
| - Book Return | \$ 4,000 |
| - Moving Expense | \$ 50,000 |

Funding Sources

- Friends of Lodi Public Library
- Lodi Public Library Foundation
- Private Sector Trust Fund

Funding Request

Source--Library Fund Balance

Adjunct Project

Modify Public Entrances to ADA requirements

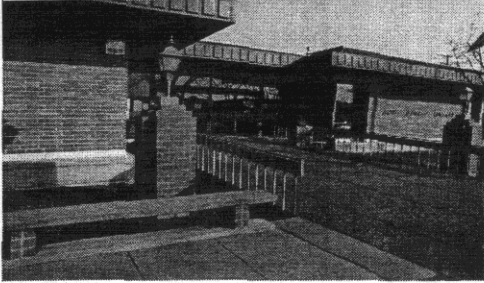
Estimate \$25,000

Adjunct Project

- Upgrade Lighting

- Estimate \$40,000

Welcome to Tomorrow's Lodi
Public Library—Your Third Place



WMB

WENELL
MATTHEIS
BOWE

ARCHITECTURE

PLANNING

INTERIORS

Larry Wenell
The Mathis
Thomas Bowe
Architects

246
S. Main Street
San Jose, California
95122

Phone:
209 / 944-9110

Fax:
209 / 944-5711

Lodi Public Library
Interiors

Lodi, CA

PROPOSED FLOOR PLAN
OPTION J

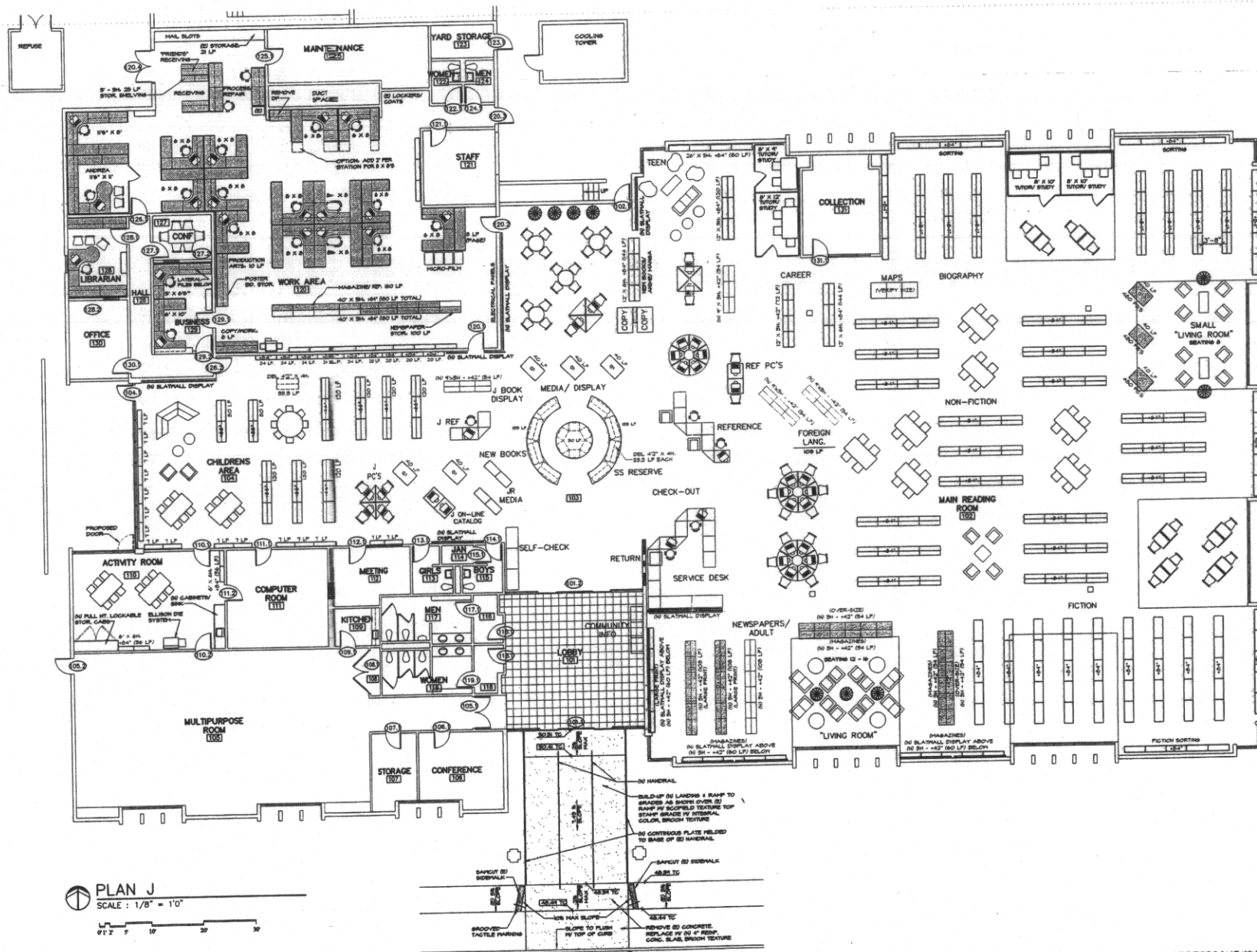
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04-62/CAD/PLAN

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Jackie Taylor

From: Blair King
Sent: Tuesday, February 21, 2006 9:09 AM
To: City Admin Dept.; Bob Johnson - External; John Beckman (JohnB@biadelta.org)
Cc: Steve Schwabauer; Susan Blackston; Janet L. Hamilton; Jim Krueger; Nancy Martinez; Jerry Adams; Richard Prima; Steve Baker; Susan Lake
Subject: Library and Police Department Community Rooms Use

Mayor and Council:

At your last Shirtsleeve meeting the question was asked how much use did the Community Rooms at the Library and Police Department receive. The attached chart shows the Community Rooms' use for the past year.

Blair

City of Lodi Public Facilities Community Room Usage 2005		
<u>Lodi Police Department</u>		
	Annual Total	Monthly Average
In-house Use	99	8.3
Community Use	60	5
Total Use	159	13.3
<u>Lodi Public Library (Bud Sullivan Room)</u>		
	Annual Total	Monthly Average
In-house Use	169	14.1
Community Use	332	27.7
Total Use*	501	41.8

*Total usage reported by the Library is understated since they do not record utilization for staff meetings or training.